

CS Essentials Prerequisite Worksheet

Please take time to complete this worksheet before class.

The concepts explained in these CBTs are applied in class through simulated activities. If you completed these courses prior to receiving this worksheet, you can Review the course, instead of Restarting the course.

Bring this worksheet with you to class. We look forward to seeing you there!



Foundation of Child Support

Checklist of completed documents to bring to class

Foundation of Child Support Workbook

Questions to ask at training:

Income Withholding: Collections Made Easy (CBT)

List key concepts:

Using a case in your agency or in the training region (CICSE330), generate an income withholding notice (IW05) and a National Medical Support Notice (HI06). Record the KIDS paths used to create each document.

Questions to ask at training:



Your Tools to Stay On Track and On Time (CBT)

Module 2 - Recording Events in KIDS

List key concepts:

Access participant events (Path: 04, 14) or case events (Path: 03, 05) on a case in your agency or in the training region (CICSE330). List and define three event codes found on the events page.

Questions to ask at training:



Your Tools to Stay On Track and On Time (CBT)

Module 3 - Appointments and Hearings

List key concepts:

Access Schedule Maintenance (Path: 03, 02). Using a case in your agency or in the training region (CICSE330), schedule an appointment and list the required fields to complete the appointment.

List and define three different appointment or hearing types.

Questions to ask at training:



Your Tools to Stay On Track and On Time (CBT)

Module 4 - Dispositions

List key concepts:

Using each of the participant or case events from Module 2-Recording Events in KIDS on page 3, determine whether there are appropriate disposition codes. Select up to two possible codes that autodelete the worklist, and define each.

Questions to ask at training:



Your Tools to Stay On Track and On Time (CBT)

Module 5 - Worklists

List key concepts:

Access your or a co-worker's worklist maintenance screen (Path: 03, 01). List five worklists, and explain why each worklist was created.

Questions to ask at training:



WiKIDS General User (CBT)

List key concepts:

List three document names or event codes that were created in a case in your agency or that KIDS automatically created. Explain why each document was created.

Was a worklist created after this document was processed?
If yes, list the worklist. What is an appropriate disposition to resolve the worklist?

Questions to ask at training: